❑ **Scenario**

In the previous lesson, you learned the menu layout of SHARP. In this lesson, the SHARP trainer, Hall, will show the newly hired Payroll Processer, Kelly, some common buttons in SHARP and explain how to perform basic and advanced searches.

Hall

Kelly

☐ **Lesson Objective**

After completing this lesson, you will be able to:

- Describe common buttons used in SHARP
- Do a basic search
- Do an advanced search
- Save search criteria
- Use operators in search criteria
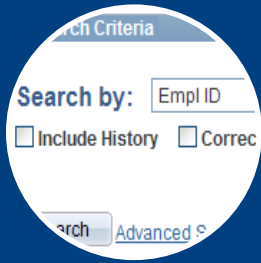- Use wildcards in search criteria
- Use the find feature

❑ **Lesson Topics**

In this lesson you will learn about the following topics. Click **Home** (at the lower left corner) at any time to return to this menu. Click each topic to navigate to that topic.

Topic 1: Common Buttons

Topic 2: Basic Search

Topic 3: Advanced Search

Topic 4: Saving Search Criteria

Topic 5: Operators & Wildcards

❑ **Common Buttons**

Buttons in SHARP have names that make it easy to understand what they do. For example, the **Search** button launches a search.
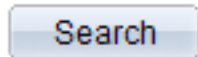
Frequently used buttons fall into two groups:

- Buttons used to search and review
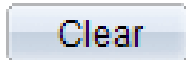- Buttons used when adding data

❑ **Search and Review Buttons**
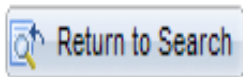
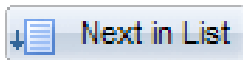|	
Search	Starts a search
Clear	Clears text from all fields on the **Search** page so that you can enter new criteria
Return to Search	Returns you to the **Search** page
Next in List	Displays the next record from the search results (unless you are on the last record)
Previous in List	Displays the previous record from the search results (unless you are on the first record)
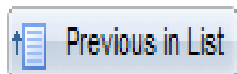
❑ **Data Entry Buttons**
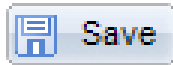
Save   Sends the information that you enter on the page to the database
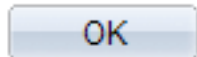
OK   Accepts the data you enter and returns you to the page where you accessed the current page
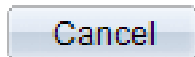
Cancel   Clears the page and any data that you enter or change. Use the **Cancel** button if you enter data incorrectly and want to begin again.

SHARP

❑ **SHARP Is A Relational Database**

Relational databases store data in tables

Tables are made of rows and columns, similar to a spreadsheet

Each column is a field and each row is a separate data record, for example, an effective dated row.

You can easily retrieve information from tables in SHARP using search fields

☐ **Basic Search**

Update Employee Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Search by: Empl ID ▼ begins with

☐ Include History ☐ Correct History

Search Advanced Search

You can determine the number of search results to return by changing the number here.

Basic search provides only one search field. Use the drop down to change the field used to search.

❑ **Advanced Search**

Update Employee Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value |

Limit the number of results to (up to 300): 300

Empl ID:	begins with ▾	
Company:	begins with ▾	🔍
Name:	begins with ▾	
Last Name:	begins with ▾	
Second Last Name:	begins with ▾	
Alternate Character Name:	begins with ▾	

☐ Include History   ☐ Correct History

[Search]   [Clear]   Basic Search   Save Search Criteria

Advanced search allows you to use a combination of search fields to limit the number of results. The more criteria you enter, the more you narrow your results.

The fields available for an advanced search are unique to each component.

❏ **Saving Search Criteria - 1**

Update Employee Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Empl ID: begins with

Company: begins with 🔍

Name: begins with

Last Name: begins with

Second Last Name: begins with

Alternate Character Name: begins with

☐ Include History   ☐ Correct History

Search   Clear   Basic Search   💾 Save Search Criteria

If you tend to use the same criteria every time you look for information in a component, you can speed things up by saving your search criteria.

Click the **Save Search Criteria** link to save common searches.

❑ **Saving Search Criteria - 2**

Update Employee Tax Data

Save Search As
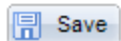
Name the search and then click Save.

Name of Search: [   ]

The saved search will contain these values:

Empl ID:	begins with
Company:	begins with SOK
Name:	begins with
Last Name:	begins with
Second Last Name:	begins with
Alternate Character Name:	begins with

🖫 **Save** Return to Advanced Search

The **Save Search As** page shows the criteria you are about to save.

Enter a name for your search and then click the **Save** button.

❏ **Saving Search Criteria - 3**

Update Employee Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Use Saved Search: SOK Search ▾

Empl ID:	begins with ▾	
Company:	begins with ▾	SOK 🔍
Name:	begins with ▾	
Last Name:	begins with ▾	
Second Last Name:	begins with ▾	
Alternate Character Name:	begins with ▾	

☐ Include History ☐ Correct History

Search   Clear   Basic Search   💾 Save Search Criteria   Delete Saved Search

Once you save a search, the **Use Saved Search** box displays at the top of the page.

Use the **Delete Saved Search** link to remove searches you no longer need.

❑ Operators and Wildcards

Operators are used to narrow search results. By default, when you enter criteria in a search field, all rows of data that begins with that criteria are returned.

Wildcards are characters that substitute for other characters in search criteria. Use a percent sign (%) in your search criteria to replace one or more characters if you are unsure of the exact value in the record you are trying to find.

TIP: If your search comes back "No Results Found," take out some of your search criteria to expand your results.

❑ **Lesson Checkpoint**

Now is your opportunity to ensure that you are learning the lesson material. After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.

❑ **Lesson Checkpoint**

The _____ button removes text from all fields on the search page so that you can enter new criteria.

A.   Clear

B.   OK

C.   Save

D.   Search

The correct answer is A – The Clear button clears text from all fields on the search page so that you can enter new criteria.

❑ **Lesson Checkpoint**

What is the wildcard used to replace one or more characters in your search criteria if you are unsure of the exact value in the record you are trying to find.

A. ?

B. F1

C. %

D. *

The correct answer is C – The percent sign is the wildcard that can be used to replace one or more characters in SHARP searches.

SHARP

❑ Lesson Summary

Common buttons in SHARP are used for two purposes: 1) To search and review data and 2) To conduct data entry

SHARP provides both a Basic Search page and an Advanced Search page. The Advanced Search page provides more options for limiting search results.

Saving your search saves time if you tend to use the same criteria to search within a component

Operators and wildcards are used to enhance your search capabilities

The find feature is helpful when looking through large numbers of search results

In this lesson, I defined some common buttons in SHARP and explained how to perform searches. Listed on the left are some key concepts.

❑ **Lesson Completion**

Congratulations! You have finished this lesson.

If you have another lesson to take, go back to the 9.2 Training Resources page to select the next lesson you want to take.